



**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
FEASIBILITY STUDY FOR
ABERDEEN CITY HALL**

July 24, 2017

Submit Qualifications to:

City of Aberdeen
Finance Department
200 E. Market
Aberdeen, WA 98520

**Due by 5:00 PM
Monday, August 21, 2017**

Introduction

The City of Aberdeen (City) is seeking Statements of Qualifications from experienced firms (Consultant) to conduct a comprehensive feasibility analysis of developing a future civic center or city hall in the Seafirst Building owned by the Aberdeen Cemetery Association.

The City's primary objectives are to:

- Investigate the possible development of a multi-use Civic Center (including a new City Hall) in the existing building.
- Analyze current and future parking needs and opportunities, as well as vehicle access and circulation.
- Analyze the space needs and uses of the existing City Hall and other City facilities, including its Public Works corporation yard and offices for library storage or special exhibitions.
- Analyze budget implications and perform a cost analysis for development of a Civic Center/City Hall.
- Identify a range of funding options for development of the Civic Center/City Hall, including possible sale of other City-owned property/facilities.
- Obtain real estate value appraisals of all subject properties.
- Analyze applicable General Plan policies and zoning issues.

In summary, the feasibility study should include a review of existing facilities, sizing of a suitable City Hall building on the existing site, an analysis of reuse opportunities, identification of site constraints, cost estimates for building construction and public improvements, and a conceptual design for a future City Hall or Civic Center.

The selected Consultant shall present the conglomeration of the above items in concert with the aforementioned objectives as a feasibility study.

Background

Incorporated on May 12, 1890, the City of Aberdeen is located along the Highway 101 corridor in western Grays Harbor County. With a current population of approximately 17,000, Aberdeen is the largest city in the County. The existing City Hall was built in 1967 and is located at 200 E. Market. It currently houses the Departments of Finance, Public Works, Community Development, Parks, Legal and Human Resources and has approximately 13,850 square feet of office space.



The Seafirst Building was built in 1974 and has approximately 34,500 square feet of office space. The address is 101 E. Market. Given that the building is for sale, the Aberdeen City Council has expressed an interest in exploring the possible development of a Civic Center (including a City Hall) in the existing Building.



Scope of Work

The City of Aberdeen would like to retain the services of a multi-disciplinary consultancy firm, or firms working in partnership, to carry out a comprehensive feasibility analysis for the potential future development of a Civic Center or City Hall facility at the above detailed Seafirst Building (“Property”). This effort will require close coordination with the Aberdeen Cemetery Association and the Aberdeen Cemetery Association management staff in terms of existing uses of that facility, maintenance considerations, etc., as well as coordination with the Timberland Regional Library regarding its adjoining building and parking lot property. The following components have been identified but are not necessarily all inclusive. The City will work with the selected consultant to refine the scope of work as is appropriate to complete the objectives of the study. The City anticipates the following tasks in association with the study:

- Assessment of existing uses and capacity of the Property including property value appraisal, ADA accessibility, and seismic safety of the Seafirst building.
- Analysis of building and space needs for a permanent City Hall.
- Circulation and parking analysis associated with intensified use of the Property and adjoining Timberland Regional Library; potential parking and access options across adjoining sites.
- Feasibility of developing the property into a civic center.
 - Development of a new City Hall in the building.
 - Preservation of existing space and/or provision of new space for existing and potential future users.
 - Consideration of library space for storage or for special exhibition space.
 - Consideration of a public City Council Meeting space.
- Identification of development costs and potential funding options for a permanent City Hall in the building.

The final feasibility study is expected to include conceptual site layout(s) and development plan options that incorporate the above identified uses.

A. Consultative Meetings

The successful Consultant would be expected to conduct extensive consultative meetings and interviews with City staff, subleasees, facility operators, the Timberland Regional Library, and management staff, and other relevant parties as necessary to obtain additional acknowledge about the noted facilities and sites. Consultant may also be asked to participate in meetings with City Council sub-committee(s).

B. Cost Analysis

The Consultant shall be qualified to evaluate the development costs of a new City Hall in the building, short and long-term budget implications, financing options including cost saving measures such as preventive maintenance, and potential revenue sources associated with the facilities as well as the identification of any on-going costs to maintain operate said facilities. The qualified Consultant would also be expected to define the range of assumptions and alternatives.

C. Work Schedule

Consultant shall be expected to submit a draft feasibility study to the City within 12 weeks of the notice to proceed.

D. Budget

The City's budget for this project is \$5,000.

Statement of Qualifications

Consultants shall submit a Statement of Qualifications (SOQ) limited to six (6) double-sided pages exclusive of cover letter, resumes, and references. The SOQ shall be organized in the following format and shall include the information in the below outline:

A. Cover Letter

The cover letter is to be signed by an officer of the firm authorized to execute a contract with the City.

B. General Qualifications

Provide a summary of the Consultant's qualifications, general information about the firm, location of office(s), years in business and areas of expertise. Provide a brief description of projects which involved a similar scope of services.

C. Key Staff

Identify key staff and include a description of their abilities, qualifications and experience. Attach resumes of key staff to be assigned to this project. Include a proposed project management structure and organizational chart. Identify any portion of the scope of work that would be subcontracted. Include firm qualifications (brief) and key personnel, telephone number and contact person for all subcontractors. The City reserves the right to approve or reject all consultants, internal staff performing consulting services, or subconsultants proposed by the Consultant.

D. Project Specific Approach and Methodology

Consultant shall describe its understanding of the project and the proposed technical and management approach. Consultant shall expand on the scope of work if appropriate to accomplish the overall objective of the project, and provide suggestions which might enhance the results or usefulness of the study. Include assumptions about the number of meetings needed with City staff and other stakeholders to complete the Scope of Work. Consultant shall provide an example of a similar study prepared by the firm or proposed team. Consultant shall also include a schedule of work.

E. References

Consultant shall provide a list of references for the firm and any subconsultants, including the names, addresses and telephone numbers of recent clients, preferably other public agencies for which Consultant has done similar work.

Include a list of specific projects associated with each reference, date work was performed, cost and key personnel involved.

F. Rates

Provide the billing rates or range for each classification of key staff members, including subconsultants. Provide proposed overhead percentages.

Consultant Selection Process

The basic elements of the Consultant selection process are as follows:

A. Evaluation of Submittals

The SOQ's will be evaluated and ranked by the City. The City will enter into negotiations with the top selected Consultant from the qualified list. The selection will be made directly from the qualified list. Submittals will be evaluated on various qualifications, including but not necessarily limited to:

- Knowledge and experience of key staff
- Availability of key staff personnel and resources
- Experience and demonstrated competence on similar projects -
Understanding of project scope
- Technical approach and methodology

The City will notify all Consultants that submit Proposals of the evaluation results.

B. Scoping Meeting

The top ranked Consultant shall meet with City staff (either in person or by conference call) to ensure that the Consultant has a complete understanding of the project, and to refine the Scope of Services, if necessary.

C. Cost Proposal

Following the Scoping Meeting, the top-ranked Consultant shall submit a cost proposal to the City for the completion of the Feasibility Study according to the agreed-upon Scope of Services. The Consultant shall have seven (7) calendar days to submit the cost proposal to the City. The cost proposal shall include all labor costs, overhead costs, subconsultant costs, and an itemized list for direct expenses. Costs must be shown in a matrix format, by task grouping, and show hours per staff member, base labor rates, and overhead and profit rates. Final negotiations with the City will commence shortly after receipt of the Cost proposal.

General Information

A. Statement of Qualifications

Consultant shall submit four (4) copies of their Statement of Qualifications to the City. Proposals shall be received no later than 5:00 PM on Monday, August 21, 2017, at the following address:

City of Aberdeen
Finance Department
Attn: Finance Director
200 E. Market
Aberdeen, WA 98520

Late submittals will be rejected and returned.

B. Schedule

The preliminary schedule of activities related to this RFQ is as follows:

Activity	Date
RFQ Issued	July 24, 2017
Qualifications Submittal Deadline	August 21, 2017
City Hall Public Works Committee	Early September 2017
City Council Award of Contract	September 13, 2017
Notice to Proceed	September 20, 2017

C. Qualifications/Proposal Property

All Statements of Qualifications become the property of the City upon submission.

D. Non-Commitment of the City

This RFQ does not commit the City to select a Consultant, to pay any costs incurred in the preparation of a SOQ for this request, or to produce or contract for services. The City reserves the right to accept or reject any or all SOQs received as a result of this request, or to modify or cancel in part or in its entirety the RFQ if the City determines it is in the best interest of the City to do so.

E. Inquiries

Inquiries concerning this RFQ should be directed to:

Mike Folkers, Finance Director
Phone: (360) 537-3201; email: mfolkers@aberdeenwa.gov

